

Minutes  
**ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES**  
**SCAN COMMITTEE MEETING**

August 21, 2019, 9:30 a.m. until 12:00 noon

JRTC, 100 West Randolph Street, Room 275, 6<sup>th</sup> Floor, Chicago and/or

DCFS, 406 East Monroe Street, Video Conf. Room, 7th Floor, Springfield

Teleconference number is 1-888-494-4032 Access Code 356-374-8544#

1. **Introductions**-Everyone introduced themselves. 8 out of 18 members attended. Elaine Bailey-Johnson, Mary Bennett, Veatrice Crawford, Anne Gold/ Liaison, Joe Hemphill, Alicen McGowan, Diane Scruggs, Ann Deuel, Mary-Jane Forney, Stephanie Polacheck (staff)and Linda Moore (staff).
2. **Minutes Review**-Elaine corrected the minutes. She requested the minutes reflect that Patricia Glenn works for FEMA and Homeland security and that is the reason she is out of the area most of the time and unable to attend meetings.
3. **Vote on By-Laws**-There was no quorum, so the group was unable to vote on the bylaws. There was a brief discussion on the by-laws and it would be best to take the vote at the next meeting.  
Diane entered at 9:50 am.
4. **Planning Annual File Review**-Topic for annual file review. The group considered the following topics:
  - review hotline calls
  - unfounded cases with physical abuse allegations over 5 years old
  - substance exposed infants
  - run away cases
  - infant death and SIDS legislation
  - SORs in DCFS for intact and families without an open case-intact rate is 12% but also when kid is in placement by tracking SOR cases in placement,
  - human trafficking lumped together with child on child sex abuse perpetrator under 17

They consensus was to do the file review on SOR reports. The members requested a link for Procedures 300 emailed to members. The group will meet Oct. 16<sup>th</sup> at the Glen Ellyn DCFS office at 9:30 am until afternoon. Lunch will be eaten together. The group wants to confirm that they will get reimbursements for travel. They prefer that the members fill out the travel voucher at the meeting. Diane asked Anne to send out email confirming DCFS will pay for registration. The PCA Conference is October 17th and 18<sup>th</sup>.

5. **Meet New Advisory Board Coordinator**-Stephanie, the new all council advisor, introduced herself. Her background is in child welfare. The group brought up topics of concern and explained them to her including tax check off. Mary Jane asked about attending the National Black Institute. Is it approved for reimbursement? Despite many communications, no definitive answer has been provided. The members would like clear rules on when travel and expenses will be expenses and the budget funding.
6. **Potential SCAN Members**-Each candidate was summarized. The members received and reviewed the resumes. The members approved of both. Diane will send a letter to the Director recommending them.
7. **Other** - Veatrice attended the previous National Citizens Review. She will email the members report. She requests comments on her report. Charles Talbert also will send the members a report, he attended it too.  
Alicen requested the Director attend the December meeting to discuss his vision for DCFS. Stephanie will make the arrangements. They would like to restrict the October agenda at the next meeting to bylaws, case reviews, travel and expenses rules, and filling out travel vouchers.
8. **Public comments**- None. Adjourned at 11:20 am.